

3. ACQUISITION PLANNING

- 3.1 Define the roles and responsibilities of every ESPC acquisition team member and identify gaps that need to be filled. The rule of thumb is to include on the team all parties who could affect or be affected by the project, at least for periodic consultation. At a minimum, the team should include an agency CO with sufficient warrant, the COR, officials whose approval is required, a budget officer, and legal counsel.
- 3.2 To avoid miscommunication and maintain consistency, designate an individual (typically the CO and/or COR) to serve as the conduit of information between the ESCO and agency.